

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice PN-657

For: Peanut State and County Offices

Ordering FSA-1003's

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Purpose

This notice provides instructions for ordering FSA-1003 to identify each lot of peanuts offered for marketing. FSA-1003 shall be issued to the peanut farm operator and presented to the handler when peanuts are delivered at the buying point/warehouse.

B

**Software
Transmittal**

The software module allowing County Offices to transmit the FSA-1003 order to KCAO will be released on August 22, 2002, and included in County Release No. 493.

2 Initial Order of FSA-1003's

A

**Ordering Initial
FSA-1003's**

County Offices shall order initial FSA-1003's as needed for:

- reconstituted farms
- farms growing peanuts for the first time
- change of farm operators
- farms that need additional FSA-1003's.

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Disposal Date

January 1, 2003

Distribution

Peanut State Offices; State Offices relay to
applicable County Offices

2 Initial Order of FSA-1003's (Continued)

B

Creating

FSA-1003 File

County Offices shall take the actions in the following table to create the FSA-1003 MP6 file. The initial FSA-1003 order shall be transmitted to KCAO by August 30, 2002.

Step	Action	Result
1	On Screen FAX07001, ENTER "18", "Tobacco/Peanuts", and PRESS "Enter".	Menu M00100 will be displayed.
2	ENTER "4", "Peanuts", and PRESS "Enter".	Menu MPA200 will be displayed.
3	ENTER "6", "Notices (FSA-1001)", and PRESS "Enter".	Menu MPD200 will be displayed.
4	ENTER "9", "Maintenance of Miscellaneous Farm Crop Fields", and PRESS "Enter".	Screen MPC05001 will be displayed.
5	Enter the farm number and PRESS "Field Exit". ENTER "1", "Update", and PRESS "Enter".	Screen MPD27001 will be displayed.
6	Enter the total number of FSA-1003's needed in the "Number of ID Cards" field and PRESS "Enter".	Screen MPC05001 will be redisplayed for entry of another farm number.
7	After all FSA-1003's for farms in the county have been entered, PRESS "Cmd7".	Menu MPD200 will be redisplayed.

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2 Initial Order of FSA-1003's (Continued)

C

Transmitting Initial Order of FSA-1003's County Offices shall queue the MP6 file for transmission to KCAO, through the State Office, by taking the actions in the following table.

Step	Action	Result
1	On Menu M00100, ENTER "4", "Peanuts", and PRESS "Enter".	Menu MPA200 will be displayed.
2	ENTER "10", "Marketings", and PRESS "Enter".	Menu MPB050 will be displayed.
3	<p>ENTER "2", "Request Initial Producer ID Cards", and PRESS "Enter".</p> <p>Note: Use this option only 1 time. Ensure that the printer is stocked with 14⁷/₈-inch by 11-inch paper before accessing this option.</p>	<p>The following messages will be displayed:</p> <ul style="list-style-type: none"> • "Printing Out Every Farm With Number ID Cards Requested" • "File SSCCCMP6 - Has been Queued for Transmission" • "The Report of ID Cards Requested is Printing". <p>Menu MPB050 will be redisplayed. Producer ID Cards Requested Report MPB505-R001 will be printed. The MP6 file will be queued for transmission at the end of the day.</p>

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2 Initial Order of FSA-1003's (Continued)

D

Transmitting MP6 File

State Offices shall take the actions in the following table to transmit the MP6 file to KCAO.

Step	Action	Result
1	On Menu FAF07001, ENTER "7", "Queue Files for Transmission", and PRESS "Enter".	Menu FMF900 will be displayed.
2	ENTER "1", "To KCMO", and PRESS "Enter".	Menu FMF901 will be displayed.
3	ENTER "4", "Production Adjustment Menu", and PRESS "Enter".	Menu FMF904 will be displayed.
4	ENTER "1", "Peanut Producer ID Card Request (MP6)", and PRESS "Enter".	Files will be transmitted to KCAO at the end of the day.

E

Data Transmitted to KCAO

The MP6 transmitted file will include the following:

- State and county codes
 - FSN
 - farm operator's name, address, and ZIP Code
 - number of FSA-1003's requested.
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3 County Office Action

A

Ordering Expedited FSA-1003's

County Offices shall order expedited FSA-1003's according to the following table. Expedited orders can be transmitted on a daily basis from September 3 through December 31, 2002.

Step	Action	Result
1	On Screen FAX07001, ENTER "18", "Tobacco/Peanuts", and PRESS "Enter".	Menu M00100 will be displayed.
2	ENTER "4", "Peanuts", and PRESS "Enter".	Menu MPA200 will be displayed.
3	ENTER "10", "Marketings", and PRESS "Enter".	Menu MPB050 will be displayed.
4	ENTER "1", "Request Expedited Producer ID Cards", and PRESS "Enter".	Screen MPD60001 will be displayed for entering the printer ID.
5	Enter the printer ID and PRESS "Enter".	Screen MPB51501 will be displayed.
6	ENTER "1", "Enter ID Cards Request", and PRESS "Enter".	Screen MPB51502 will be displayed.
7	Enter the farm number and PRESS "Enter".	Screen MPB51502 will be redisplayed showing the following: <ul style="list-style-type: none"> • farm operator's name and address • State and county codes • space to enter the number of FSA-1003's being requested.
8	Enter the number of FSA-1003's and PRESS "Enter".	Screen MPB51502 will be redisplayed for entering another farm number.
9	After entering the last farm number, do either of the following: <ul style="list-style-type: none"> • PRESS "Cmd4" to return to Screen MPB51501 • PRESS "Cmd7" to return to Menu MPB050. 	

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3 County Office Action (Continued)

B Reviewing Expedited Orders

County Offices shall take the actions in the following table to review the order of expedited FSA-1003's.

Step	Action
1	Print Expedited Producer ID Cards Request Report MPB515-R002.
2	Check the report for accuracy, according to subparagraph A, steps 1 through 5, before transmitting to the State Office.
3	ENTER "2", "Hard Copy Report", and PRESS "Enter". Report MPB515-R002 will print on the selected printer.
4	If an error is found in the number of FSA-1003's, follow subparagraph A and overlay the incorrect entry with the correct entry. ENTER "0" for the number of FSA-1003's when deleting a farm number from the file.

C Turnaround Time

The turnaround time for an expedited order is expected to be within 7 calendar days from the date of transmission from the State Office. Transmit orders only between September 3 and December 31, 2002.

D Transmitting Expedited Order

County Offices shall take the actions in the following table to transmit expedited FSA-1003 orders to the State Office.

Step	Action
1	Transmit the expedited order in the time period specified in subparagraph C.
2	Transmit the order according to subparagraph A, steps 1 through 5.
3	ENTER "3", "Create & Queue Transmission File", and PRESS "Enter". The message, "SSCCCMP6 has been queued for transmission", will be displayed. The file will be transmitted at the end of the day.

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4 Issuing FSA-1003's

A

County Office Action

County Offices shall issue FSA-1003 (subparagraph 5 B) to each farm operator of a farm on which peanuts are produced in the United States.

B

Guidelines for Using FSA-1003

FSA-1003:

- must accompany each lot of peanuts presented for inspection
 - shall remain with the buying point/warehouse until peanuts are inspected
 - may be used again to identify another lot of peanuts after it is returned to the farm operator.
-

C

Number of FSA-1003's to Issue

The farm operator may receive as many FSA-1003's as required to have one to identify each lot of peanuts delivered at the buying point/warehouse.

D

Using Signature Panel on FSA-1003

The County Office or farm operator may use the signature panel at the top of FSA-1003 for further farm identification or to enter names of producers.

5 Completing FSA-1003

A

Instructions for Completing FSA-1003

Use the following instructions when completing FSA-1003.

Circle Number	Instructions
1	Use this area for further farm identification or to enter names of producers.
2	Entries made by KCAO.
3	<p>If FSA-1003 is not embossed, County Offices shall enter the following information, using a ballpoint pen:</p> <ul style="list-style-type: none"> • State and county codes and FSN • farm operator's name and address • ZIP Code. <p>Note: The handler shall transfer information to FV-95 with a ballpoint pen.</p>
4	Leave this area blank if it is not embossed by KCAO.

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5 Completing FSA-1003 (Continued)

B

Example of
FSA-1003

The following is an example of FSA-1003.

FSA-1003 (05-25-95)		PEANUT FARM OPERATOR ID CARD		USDA-FSA
①				
STATE	COUNTY	FARM NUMBER		
06	001	0000241		
NAME AND ADDRESS				
MAYSE JOHNSON		②		
RT 4				
HARTSVILLE SC		29550		

FSA-1003 (05-25-95)		PEANUT FARM OPERATOR ID CARD		USDA-FSA
01	028	0000123		
<i>John J. Goodbar</i>				
<i>Rt 1</i>				
<i>Anytown, AL</i>		③		
<i>12345</i>				
STATE	COUNTY	FARM NUMBER		
NAME AND ADDRESS				
④				

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5 Completing FSA-1003 (Continued)

C Using Buying Point Scored Cards

Buying point scored cards are used during the marketing season to imprint FV-95.

Circle Number	Instructions
1	Enter the buying point's name, city, and State.
2	Use the center section of the card in the imprinter.
3	Break off and discard the right side of the card.

D Example of Buying Point Scored Card

The following is an example of a buying point scored card.

① ANY PEANUT CO.	② 01 401	③
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